

**DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS)  
ADMINISTRATION ON AGING (AoA)**

[Program Announcement No. AoA-02-10]

Older Americans Act (Act) Title VI, Part B Application Kit – AoA

**ACTION:** This guidance and accompanying attachments comprise the application kit for preparing and submitting grant applications to apply under the Act, Title VI, Grants for Native Americans, Part B – Native Hawaiian Program.

**SUMMARY:** AoA announced in the Federal Register that it accept applications for funding in fiscal year 2002 under the Act, Title VI, Grants for Native Americans, part B – Native Hawaiian Program.

Grant awards will be made under this announcement subject to the availability of funds.

**DATE:** The deadline date for the submission of applications is stated in the Federal Register Announcement.

**ADDRESS:** Applications must be sent to the Department of Health and Human Services, Administration on Aging, Margaret Tolson, Director, Grants Management Division, 330 Independence Ave, SW, Washington, DC 20201.

**FOR FURTHER INFORMATION CONTACT:** U.S. Department of Health and Human Services; Administration on Aging; Office for American Indian, Alaskan Native and Native Hawaiian Programs; M. Yvonne Jackson, Ph.D.; Director; 330 Independence Ave., SW; Washington, D.C. 20201; telephone: (202) 619-2713 or [Yvonne.Jackson@aoa.gov](mailto:Yvonne.Jackson@aoa.gov).

**BACKGROUND AND PROGRAM PURPOSE**

The AoA is responsible for administering the Act which provides for the delivery of supportive and nutritional services to older Americans who are 60 years of age or older. The Act Amendments of 1987 established part B, under Title VI of the Act, for the provision of supportive and nutrition services to Native Hawaiian elders who are 60 years of age or older.

The Act provides that a public or nonprofit private organization having the capacity to provide services for Native Hawaiians is eligible for assistance under Title VI, part B, if the organization will serve at least 50 Native Hawaiian individuals who have attained 60 years of age or older, and the organization demonstrates the ability to deliver supportive services and nutrition services.

For the purposes of Title VI, part B, the term “Native Hawaiian” means an individual any of whose ancestors were natives of the area, which consists of the Hawaiian Islands prior to 1778.

Nutritional services, and information and assistance services, are required by the Act. Nutritional services include congregate meals and home-delivered meals. Supportive services include information and assistance, transportation, chore services, and other supportive services, which contribute to the welfare of older Native Hawaiians. The information and assistance services must be available for older Native Hawaiians living in the geographic boundaries of the Title VI, part B, service area proposed by the applicant organization and approved by the Assistant Secretary for Aging.

Organizations receiving funds to provide services to older Native Hawaiians shall assure that all activities will be conducted in close coordination with the State Agency and the Area Agency on Aging.

### **ELIGIBLE APPLICANTS**

A public or private nonprofit organization having the capacity to provide services for Native Hawaiians is eligible to receive a grant only if the organization will serve at least 50 Native Hawaiians who have attained 60 years of age or older, and the organization demonstrates the ability to deliver supportive and nutritional services.

### **APPLICATION PROCESS**

Applicants should submit applications, describing their proposed plans for nutritional and supportive services for older Native Hawaiians for project period September 30, 2002 through September 29, 2005, as described below in “Content of the Application.”

These grants will be funded for a three-year project period with a budget period of 12 months each. It is the intent of this agency to conduct on-site monitoring at least once during the three-year project period.

The Program Performance and Financial Status reports, due on a semi-annual basis, will be reviewed for compliance with the program regulations. Failure to submit the required reports during the project period may result in loss of future funds, and possibly termination of the grant within the project period. Thirty days prior to the end of each budget period, within the three-year project period, grantees shall notify AoA as to their desire to continue as a grantee. Failure to submit this documentation within the required time frame may result in loss of grant funding. At the beginning of each budget period, within the three-year project period, grantees will be notified of the funding level for the subsequent year.

One original application, signed by the project director, and two copies of the complete application including all attachments, must be submitted to the Administration on Aging; Grants Management Division; Margaret Tolson; Director; 330 Independence Avenue,

SW; Washington, DC 20201. Incomplete applications will not be considered for funding.

## **CONTENT OF THE APPLICATION**

The application must meet the criteria in section 624(a) of the Act, and Title 45 of the Code of Federal Regulations, Section 1328.19. The application may be presented in any format selected by the applicant. No standard federal forms are required for the content of the application. However, program assurances and certification forms are required to accompany the application as addressed under “Additional Information.”

Contact David Ishida, regional Administrator, 50 United Nations Plaza, Room 455, San Francisco, CA 94102; telephone number (415) 437-8780; fax number (415) 437-8782 if you have questions concerning the content of the application. The application must include the following information:

### **A. Objectives and Need for Assistance**

This section must include objectives, expressed in measurable terms, which are related to the current nutrition and supportive service needs of the service population. This section must also include a discussion of how the needs were evaluated.

### **B. Results or Benefits Expected**

The application should describe the results or benefits expected from each service proposed.

### **C. Approach**

#### **(1) Description and Method of Delivery of Each Service**

- (a) Nutrition – Nutrition services are required. There should be a description of the methods, facilities, and staff to be used in preparing, serving, and delivering meals, and the estimated number of persons to be served. The nutrition service provided, either directly or by way of a grant or contract, must be substantially in compliance with the provisions of part C, Title III, which include:

- 1. Provide at least one hot or other appropriate meal a day, five or more days a week in a congregate setting, and any additional meals, which the recipient of a grant may elect to provide. A “meal”, as used in section 307(a)(13), 308(b)(7), 311(a)(4), 331(1), 336, 338(a)(1), and 339, 339A of the Act and Sections 1321.17, 1321.59 and 1321.64, is a planned event in a day at which a variety of prepared foods

are provided to an individual. These foods shall comply with the U.S. Dietary Guidelines for Americans, published by the Secretary of the Department of Health and the Secretary of the Department of Agriculture, and provide the nutrients specified in the current, daily Recommended Dietary Allowances, as established by the Food and Nutrition Board of the National Research Council of the National Academy of Sciences, as specified in Section 339(2) unless the meal is a special meal provided to meet the health, religious, or ethnic considerations or eligible individuals. Snacks, partial meals, and second helpings are not considered meals.

2. Provide at least one home delivered hot, cold, frozen, dried, canned, or supplemental food (with a satisfactory storage life) meal per day, five or more days a week, and any additional meals, which the recipient of a grant may elect to provide. The above definition of a meal also applies here. Thus neither individual grocery items nor food vouchers may be used in lieu of home delivered meals.

If no Title VI, part B, funds are to be used for nutrition services, the application must state how such services are provided in other ways, and how they are financed.

- (b) Information and Assistance – Information and assistance services are required. They must be available for older Native Hawaiians living in the Title VI, part B, service area and there should be a description of what information and assistance services will be provided and how they will be provided. The estimated number of individuals to be served should be stated. If no Title VI, part B, funds are to be used for information and assistance services, the application must state how such services are provided in other ways, and how they are financed.
- (c) Other Supportive Services – The application must describe any other supportive services to be provided wholly or partly by Title VI, part B, funds. The description should include what supportive services will be provided and how they will be provided. The estimated number of persons to be served by each service should be stated.

Legal assistance and ombudsman services may be provided, but are not required. However, if provided, they should be included under “Supportive Services.”

If the applicant agency elects to provide legal services, it must substantially comply with the requirements in Title 45 of the Code of Federal Regulations Section 1321.71, and all legal assistance providers must comply fully with the requirements in Section 1321.71(d) through 1321.71(k).

Transportation of persons to nutrition sites or other places is a part of “Supportive Services.”

- (d) Coordination with Title III – The application should provide a description of how Title VI and Title III resources are to be coordinated within the Title VI service area, including information and assistance service.

## (2) Evaluation Criteria

The application must discuss the criteria to be used to evaluate the results and successes of the program, based on the objective indicated in Item A above. It will also explain the methodology that will be used to determine if the needs identified and discussed are being met, and if the results and benefits identified in item B above are being achieved.

## D. Geographic Location

The application must include a narrative description of the Title VI, part B, service area, and a map with the service area identified. The area to be served by Title VI, part B, must have clear geographic boundaries. There is no prohibition, however, on its overlapping with areas served by Title III.

## E. Additional Information

### (1) Program Assurances

Title VI, part B, Program Assurances must be included in the application. The Title VI, part B, Program Assurances are those provisions identified in section 624(a) of the Act, and in Title 45 of the Code of Federal Regulations Section 1328.19(d), issued August 31, 1988. The public or nonprofit private organization must state that it agrees to abide by all the provisions for the entire project period being applied for in fiscal year 2002.

### (2) Certification Forms

Certifications are required of the applicant regarding (a) lobbying; (b) debarment, suspension, and other responsibility matters; and (c) drug-free workplace requirements. Please note that a duly

authorized representative of the applicant organization must attest to the applicant's compliance with these certifications.

(3) Identifying Information

Applications must identify the project director: Name, Title, Address including Zip Code, Telephone Number, Fax Number, and if available an email address. The organization's EIN (Employer Identification number) must also be included.

**CLOSING DATE FOR APPLICATION**

To be eligible for consideration, applications must be received or postmarked by the date specified in the Federal Register Announcement. (Applicants are cautioned to request a legibly dated U.S. Postal Service postmark, or to obtain a legibly dated receipt from a commercial carrier or the U.S. Postal Service, private metered postmarks are not acceptable as proof of timely mailing.)

**ACTION ON APPLICATIONS**

Awards will be made by the Administration on Aging. Funding decisions will be announced as soon as possible.

Catalog of Federal Domestic Assistance Program #93.047 Grants to Indian Tribes and Native Hawaiians. This Program Announcement is not subject to E.O. 12372.